

### **Residential HVAC/AC Replacement Checklist**

The following items shall be provided with an application for HVAC installations. Partial HVAC replacement will require a description of the scope of work or a copy of the contract that includes the following information:

- ☐ Completed Permit Application
- ☐ Floor Plan to show location of work to be done
- ☐ Residential ACCA Manual S based on equipment loads and calculated in accordance with Manual J, or other approved method – 2 copies
- ☐ Drawings shall include:
  1. Size of new unit
  2. Make, model and size of existing unit
  3. SEER rating
  4. Specification and installation manual of new unit – 2 copies
  5. Minimum for cooling 75 degrees commercial design loads ASHRAE/ACCA Standard ACCA Manual N
  6. Minimum for heating to 68 degrees
  7. Owner/Builder form signed (if applicable)